

CITY OF MENASHA
Position Description

Position Title: **School Health Aide**
Department: Health
Status: Part-time, non-exempt
Position Reports To: Public Health Director
Date of Description: July 19, 2011

SUMMARY

The School Health Aide works in the school setting administering medication, performing first aid as needed, and monitoring ill and special medical needs students.

ESSENTIAL FUNCTIONS to include the following:

- Administer medications to school children in the school setting.
- Monitor students with special medical needs.
- Monitor sick children.
- Perform CPR/first aid procedures when needed.
- Maintain accurate records.
- Report for work as scheduled.

POSITION REQUIREMENTS/QUALIFICATIONS

- High school diploma or GED.

CERTIFICATES, LICENSES, REGISTRATIONS

- CPR and First Aid Certification, or ability to obtain within 6 weeks of start date.
- Nursing Assistant Certification (State of Wisconsin) preferred but not required.

PHYSICAL DEMANDS

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is regularly required to sit, stand, walk and use both hands to handle, touch, grasp; reach with hands and arms, talk and hear.
- Specific vision abilities include close and distant vision, peripheral vision, depth perception, and ability to focus.
- Ability to lift 50 pounds occasionally.

FUNCTION OF POSITION DESCRIPTION

This position description has been prepared to define the general duties of the position, provide examples of work and to detail the required knowledge, skills and abilities as well as the acceptable experience and training for the position. The description is not intended to limit or modify the right of any supervisor to assign, direct, and control the duties of employees under supervision. The City of Menasha retains and reserves any and all rights to change, modify, amend, add to or delete from any portion of this description in its sole judgment.

This job description is not a contract for employment.

The City of Menasha is an equal opportunity employer, in compliance with the American Disabilities Act. The City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.